

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resource policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria, 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 08 September 2023
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Posts will be filled in line with the approved departmental Employment Equity targets. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

MANAGEMENT ECHELON

- POST 30/24** : **DIRECTOR: STRATEGIC PLANNING, AND PERFORMANCE MONITORING**
REF NO: 3/1/5/1-23/37
Chief Directorate: Strategic Planning, Performance Monitoring and Risk
- SALARY** : R1 162 200 per annum, (all-inclusive remuneration package). Comprising of a basic salary (70% of the package) of which 30% may be structured according to the individual's needs. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree in Public Management/Development Studies/ Business Management/ Social Sciences/ Behavioural Sciences or

equivalent relevant tertiary qualification that includes planning and or monitoring and evaluation (NQF level 7 as recognised by SAQA). Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. The successful candidate should have a minimum of 5 years' experience at Middle Management Service level with experience in development of Strategic Plans Annual Performance Plans and Operational Plans. The individual should be familiar with government planning cycles and methodologies as well as reporting obligations and formats. Demonstrable knowledge and experience in organisational performance monitoring and reporting is required. He/she should have thorough knowledge and understanding of Public Service and Planning regulatory framework (legislation, directives and regulations); knowledge and implementation experience of the Operations Management framework including Service Delivery Improvement and Business Processes. Ability to communicate excellently across all levels of employees in the department. Extensive report writing skills and experience. Strong Financial and Human Resource Management skills. Computer Skills. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES

: The successful candidate will be responsible to provide effective strategic leadership and management to the Directorate. Coordinate departmental inputs into government planning processes including the MTSF. Facilitate the development of the departmental strategic plan, and annual performance plans, service delivery model, service delivery improvement plans, business processes and departmental performance reports. Ensure validation and approval of performance reports by respective delegated authorities. Manage human and financial resources of the Directorate according to departmental prescripts. Convene strategic planning session for the GCIS branches. Quality assure the inputs to ensure alignment between outcomes, outputs, outputs indicators and targets. Review all TIDs for indicators to ensure alignment with output indicators. Convene Chief Directorate's engagement on the inputs for the draft APP. Consult with branches and Chief Directorates on inputs received from AGSA and the DPME on the draft APP. Facilitate development of Annual Operational Plans by Branches. Consolidate inputs from engagements with branches and finalise all AOPs. Coordinate the process for the development of the GCIS Strategic Planning, Monitoring and Reporting Framework. Consultation with the DPME on the guidelines for the development of the Mid-Term Review Report. Convene a meeting with the DPME regarding the development of the Mid-Term Review Report. Coordinate the process for the establishment of an internal multi-disciplinary Task Team for the development of the Mid-Term Review Report. Develop a template for capturing of performance information. Collate performance information and/or reports across branches. Convene a meeting with the internal Task Team for the development of the Mid-Term Review Report. Conduct analyses of performance information and/or reports across branches and research unit. Coordinate the process for the development of the draft Mid-Term Review Report. Circulate draft Mid-Term Review Report to Chief Directorates and DPME for inputs. Coordinate the development of the AR and submission for approval to the relevant structures. Provide leadership in the implementation of the Public Service Operations Management Framework. Ensure the Directorate complies with relevant public service legal/regulatory requirements and/or guidelines. Implementation of corrective measures as required by AGSA and Internal Audit. Participate in relevant structures to plan for AG and Internal Audit requirements. Provide source documents responses and progress report required by in the performance audits by AGSA and Internal Audit.

ENQUIRIES
NOTE

: Paul Kwerane Tel No: (012) 473 0407
 : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race. To be eligible for appointment, it is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training->

course/sms-pre-entry-programme/. For more information regarding the course, please visit the NSG website: www.thensg.gov.za.

POST 30/25 : **DIRECTOR: INTERNATIONAL MEDIA ENGAGEMENT REF NO: 3/1/5/1 – 23/38**
Chief Director: Media Engagement

SALARY : R1 162 200 per annum, (all-inclusive remuneration package). Comprising of a basic salary (70% of the package) of which 30% may be structured according to the individual's needs. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Pretoria
Qualification: An appropriate Bachelor's Degree in Journalism, Communications, Media Studies or equivalent tertiary qualification Applicants must be in possession of a three-year Bachelor's Degree (NQF level 7) in Media Studies / Advertising/ Media Production or equivalent relevant tertiary qualification (NQF level 7 as recognised by SAQA). Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. Must have a valid driver's license and be computer literate. Experience and Knowledge: A minimum of 5 years' experience at Middle/Senior Management Service level. Be willing to work long hours. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES : Provide media liaison support to international projects. Provide leadership and an operate an efficient, effective and compliant Directorate, Provide strategic leadership and support in the government communication system by building, maintaining and improving relationships with media, Implement a proactive and reactive media and public engagement system by building, maintaining and improving relations with international stakeholders inbound and outbound, Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation). Implement Annual Performance Plans, operational plans and Oversee the Audit and Risk Management processes of the Directorate.

ENQUIRIES NOTE : Mr William Baloyi Tel No: (012) 473 0497
The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

POST 30/26 : **DIRECTOR: DIGITAL MEDIA REF NO: 3/1/5/1-23/39**
Chief Directorate: Products and Platforms

SALARY : R1 162 200 per annum, (all-inclusive remuneration package). Comprising of a basic salary (70% of the package) of which 30% may be structured according to the individual's needs. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of a three-year Bachelor's Degree (NQF level 7) in Communication/Media Studies or related qualification. A minimum of 5 years' experience at Middle/Senior Management Service level in the communication and digital media space as well as management of a communication unit. Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. He/she must have a thorough, broad and up-to-date knowledge of the news environment and government programmes, with a proven track record of digital content creation, copywriting and audience growth and demonstrate leadership in this area. Extensive knowledge of digital platforms; websites and social media platforms. Ability to repackage content to ensure its suitability for use on all platforms, various stakeholders and target audiences. The ideal candidate must be able to work under pressure and adhere to tight deadlines. The potential candidate must be innovative and

flexible in his/her approach to work and the work environment. Skills in photography, videography and graphic design are also a requirement. He/she must have an excellent command of English, grammar and syntax, and effective writing skills. Proficiency in other official South African languages would be an added advantage. Ability to write and compile reports. Monitor, analyse and interpret data on various platforms and advise management on appropriate communication actions and interventions. Excellent presentation creation and presenting skills. Excellent interpersonal and intercultural skills, complemented by a determination and resilience to pay meticulous attention to detail. Be willing and prepared to work long hours, including during weekends and public holidays, and travel locally. Computer literate – Microsoft Office Suite is essential. Adobe Creative Suite or other creative platforms would be an advantage. A valid driver's licence. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES : The successful candidate will be required to manage and provide strategic direction to the GCIS's digital media directorate. Develop, implement and maintain a digital media strategy for the GCIS. Ensure continued audience growth across all digital platforms of the GCIS. Ensure that the use of social media in the GCIS integrates with government departments and GCIS's communication strategies. Contribute to the development and maintenance of policy guidelines for the use of social media in the GCIS and government. Provide Strategic guidance, insight and training on the use of digital media to ensure best practice and effective use of digital platforms by government. Plan and execute continuous and proactive (long-term) digital media engagement to ensure a continuous presence on all platforms. Plan and execute digital media campaigns in support of specific government initiatives, programmes and activities. Work closely with internal and external stakeholders to ensure that digital media platforms contain relevant and engaging multimedia content. Keep abreast of developments and trends in digital media technologies, tools and applications, and of digital media practices in general and in government to ensure that the GCIS is well positioned and abreast of new developments and best practices. Monitor and respond timeously to issues about government in the online domain. Update, maintain, improve and develop the GCIS-managed websites. Contribute to the quality of government web publishing and participate in relevant forums and GCIS projects. Implement Annual Performance Plans, operational plans and Oversee the Audit and Risk Management processes of the Directorate. Manage human and financial resources of the Directorate according to departmental prescripts.

ENQUIRIES : Ms Z Mngadi Tel No: (012) 473 0141

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

OTHER POSTS

POST 30/27 : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 3/1/5/1-23/40**
Chief Directorate: Internal Audit

SALARY : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of National Diploma (NQF level 6) in Internal Audit/Bcom In Auditing/Business Administration/Public Administration or relevant qualification as recognized by SAQA Registration as a Certified Internal Auditor plus 4 years relevant experience internal audit of which 2 years should be on a supervisory/management experience (ASD- salary level 9 or 10); or (Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Generic competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and

communication. Technical competencies: Operational and performance audits, Risk management and auditing practices, knowledge of The Public Finance Management Act, Treasury Regulations, Corporate governance, Development of policies and strategies.

DUTIES

: The successful candidate will be responsible for managing the internal audit sub directorate, ensure the maintenance of efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Communicate the results of internal audit engagements. Review, collect information and compile internal audit reports to the accounting officer and audit committee, compile progress reports against audit plan, Quarterly reports and annual reports. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain internal audit methodologies policies and procedures. Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures. Implement, monitor and report on the Quality Assurance Improvement Program. Develop strategic internal audit plans, Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three year strategic risk based internal audit plan. Develop the annual internal audit operational plan. Participate in the coordination with other internal and external service, providers of assurance to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment. Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously. Engage in relevant continuous professional development activities (tools and techniques) as required/prescribed. Manage the sub-directorate Internal Audit, maintain discipline, manage performance and development, undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work, compile and submit all required administrative reports, serve on transverse task teams as required, procurement and asset management, plan and allocate work, quality control of work delivered by employees, functional technical advice and guidance.

ENQUIRIES

: Mr D Modiba Tel No: (012) 473 0054

NOTE

: The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of race and gender.

POST 30/28

: **DEPUTY DIRECTOR: MEDIA CONTENT ANALYSIS REF NO: 3/1/5/1-23/41**
Directorate: Government Communication Monitoring and Evaluation

SALARY

: R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE

: Pretoria

REQUIREMENTS

: Applicant must have a relevant appropriate three-year tertiary Degree (NQF level 7) or a National Diploma (NQF level 6) in Media Studies, Communication, Politics, Social Sciences, Public Governance, or a relevant recognized qualification by SAQA with (4) years' relevant experience of which two (2) years should be at salary level nine (9) or ten (10), Strong knowledge and understanding of Government policy priorities. Knowledge of and an interest in the SA socio-political situation. and understanding of the media landscape. Proven experience in media content analysis processes and concepts. Experience working with databases and dashboards. Knowledge of public finance budgeting. The ability to work independently and under pressure. Time management and project management skills. Report writing and editing skills. Decision making and ability to delegate. Good communication, presentation, planning and research skills. Inclination to pay attention to detail and willingness to take initiative. Well-developed interpersonal and problem-solving skills as well as an ability to coordinate work within a team environment. Advanced computer skills (including power point, excel and databases). Proficiency in internet searches use of database and electronic dissemination of products.

- DUTIES** : To monitor and analyse media content of selected key government programmes and policies to inform communication strategizing and messaging. Provide media content analysis support to Government Communication Projects Attend and participate in daily Rapid Response meetings. Compile media content analysis/synthesis reports on identified issues for clients as and when required. Produce media content analysis reports on selected government priorities for key stakeholders. Produce daily media coverage reports on SONA and other key government events. Manage and supervise a team of media analysts. Assists with administrative functions of the directorate. Assist with the development and management of relevant media analysis systems. Provide mentoring and training on media analysis. Oversee the utilization of enterprise Information Management (IM) Systems, especially SharePoint Document Centre for the employees supervised.
- ENQUIRIES** : Nkele Sebasa Tel No: (012) 473 0207
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of race and gender.
- POST 30/29** : **DEPUTY DIRECTOR: PROVINCIAL AND LOCAL LIAISON REF NO: 3/1/5/1-23/42**
Directorate: Western Cape Provincial Office
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Cape Town
- REQUIREMENTS** : Applicants must be in possession of an appropriate three-year tertiary Degree (NQF level 7) or a National Diploma (NQF level 6) in Media Studies, Communication, Journalism, Social Sciences or relevant recognized qualification by SAQA. The applicant should have four (4) years of sufficient communication experience, of which two years should be on salary level nine (9) or ten (10), with knowledge of communication disciplines, including media liaison, research, grass-root and development communication. Job knowledge: Sound knowledge of the Western Cape Province and a solid understanding of the government communication system and the workings of provincial and local government are essential. Experience: Proven managerial experience with sound knowledge of the Public Finance Management Act. Knowledge and experience in managing procurement processes and development of content. Experience in project management is also vital. Competencies required: A valid driver's license and computer literacy are prerequisites.
- DUTIES** : The incumbent will be responsible for the following: Support the Provincial Director in managing the provincial office with special attention to monitoring of performance and reporting on the province business plan, financial administration, information management, assets and performance management. Support the Provincial Director in the development and maintenance of partnerships towards communication initiatives with stakeholders from government and civil society in the province. Support the Provincial Director with the extension of government communication systems to local government. Providing support to the district offices of GCIS in implementing communication activities and campaigns based on the Government Communication Programme. Support the Provincial Director in driving the marketing and communication Programme for Thusong Service Centre's. Support the Provincial Director in broadening the provincial Office stakeholder database for content dissemination. Support the provincial Director on content development. Oversight of research and other processes associated with the assessment of the communication campaigns in the province. Project leadership of government communication campaigns in the province when required.
- ENQUIRIES** : Ms Geraldine Thopps Tel No: (021) 418 0533
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of race and gender.
- POST 30/30** : **ASSISTANT DIRECTOR: PROVINCIAL AND LOCAL LIAISON REF NO: 3/1/5/1-23/43**
Directorate: Western Cape Provincial Office
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Cape Town

- REQUIREMENTS** : Applicants should be in possession of an appropriate 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communications or related qualification, as recognized by SAQA. Three (3) years of Communication experience of which one (1) year should be experience on salary level 7 or 8, with knowledge of communication disciplines, including media liaison, research, and development. The candidate must have an understanding of development communication and knowledge of the Western Cape Province. Skills: Communication, Good interpersonal skills, and Computer literacy. Some knowledge of administration and finance is required. Applicants must in possession of a valid Code 08 driver's license as the work involves extensive traveling.
- DUTIES** : The successful candidate will be required to provide support in overseeing the work of the Provincial Office. Serve as the Sub-project desk for information management in the Provincial Office. Support the Deputy Director: Liaison in coordinating the implementation of projects and the monitoring and evaluation of work done by district based RCC/Senior Communication Officers. Oversee the functioning of information resource centres in the Provincial and District offices. Quality assures the corporate and branding identity of government information products. Oversee the management of the distribution function in the GCIS Provincial and District offices. The candidate will be responsible for the monitoring and evaluation of the work of the GCIS Western Cape Office including desktop research duties and impact assessments.
- ENQUIRIES** : Ms Geraldine Thopps Tel No. (021) 4180533
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of race and gender.
- POST 30/31** : **ASSISTANT DIRECTOR: DOMESTIC MEDIA ENGAGEMENT REF NO: 3/1/5/1-23/44**
Directorate: Domestic Media Engagement
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF level 6) Undergraduate Bachelor Degree (NQF level 7) in Communication Science/ Public Relations/ Media studies/ Journalism or related field as recognised by SAQA. At least three (3) years' experience in government communication, of which one (1) year should be at salary level Seven (7) or eight (8). Sound writing skills and excellent interpersonal skills are a prerequisite. Media writing experience. Applicants should have a sound understanding of government policies and priorities. Stakeholder relations and event coordination experience. Project management for communication and analytical communication research skills. The candidate should also have media liaison skills and experience in working on key government projects. The candidate should also be able to work under pressure and independently. The position requires an individual who is willing to work extra hours and over weekends. Strong computer literacy is also a requirement of the position. Knowledge of digital media platforms; Zoom, Twitter, Microsoft Teams. A valid driver's license. Experience in utilising digital platforms to communicate government's programme of action.
- DUTIES** : The successful candidate will be required to provide media liaison support to government departments and key government projects. Prepare and implement media plans for projects including media interview schedules. Facilitate engagement platforms to establish and maintain good working relations with media. Research and information gathering for communication purposes. Identify strategic platforms for the placement of government content. Assist to facilitate communication of Cabinet decisions. Arrange media briefings including writing and distribution of media statements and advisories. Lead media subcommittee meetings and arrange media content briefings Coordinate livestreaming of media briefings on digital platforms (Twitter, YouTube and Zoom). Assist with rapid response issues on a daily basis and supplement activities with relevant media liaison support. Provide media engagement logistical and administrative support. Assist with human resource management, procurement, financial management, reporting and implementation of internal and external government policies.
- ENQUIRIES** : Pheliswa Tel No: (012) 473 0230
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of race and gender.

POST 30/32 : **ASSISTANT DIRECTOR: DIGITAL MEDIA REF NO: 3/1/5/1-23/45**
Directorate: Digital Media

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an appropriate three-year tertiary Degree (NQF level 7) or National Diploma (NQF level 6) in Communication, Journalism, Information Communication Technology or equivalent related qualification as recognised by SAQA. Three years' relevant experience in the field of which one year should be experience at salary level 7 or 8. Experience and skills in planning content, writing and maintaining social-media content, using social media as part of government communication plan and project management. Experience in using web Content Management Systems (CMS), videography, photography and/or graphic design will be an advantage. Knowledge of and an interest in current affairs and the functioning of government. Knowledge of latest trends in social media practices. Excellent English writing and sub-editing skills. Planning and organising skills. Excellent interpersonal, liaison and communication skills. Ability to work independently and accurately, under pressure and meet short deadlines. Computer and mobile phone application knowledge is required, along with technical working knowledge of social media platform marketing procedure.

DUTIES : The successful candidate will be responsible for the continuous creation and management of editorial content calendar and ensure timely publication on social media accounts maintained by the GCIS. Liaising with role-players, preparing content for social media accounts (abstracting, writing, language and content editing), continuous quality control, updating of website content on a Drupal CMS, creating dynamic written, graphic and video content that promotes audience interaction on the social media accounts maintained by the GCIS, compiling social media strategy/plans for government campaigns and events, keeping track of insights and analysing the performance of social-media campaigns, compiling exit reports, writing and distributing e-newsletter to mailing list subscribers, knowledge of social media monitoring tool to track, monitor, engage and target audiences, proactively identifying content opportunities and/or potential issues relating to government. Help develop/design visual content and/or produce videos. Stay up-to-date on social media trends and best practices. Research and recommend trends, social channels and influencers. Assisting the Deputy Director to manage human resources and plan for the forum and successful operation of the unit. The incumbent will, at times, be expected to work unusual hours including weekends and public holidays.

ENQUIRIES : Ms Greeff Estelle Tel No: (012) 473 0078
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regales of race and gender.

POST 30/33 : **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: 3/1/5/1-23/46**
Directorate: Parliamentary Liaison
Re-advert Those who previously applied are encouraged to apply

SALARY : R424 104 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : Applicants should be in possession of recognised 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication, Public Relations, Media Studies, Journalism or equivalent related qualification as recognised by SAQA. Three (3) years' experience in the media and communication environment, of which one (1) year should be experience on salary level seven (7) / eight (8) or supervisory level. Furthermore, the applicant must have knowledge of department policies and procedures, Project Management, Batho Pele Principles as well as skills in planning and organising, building interpersonal relationships, management and leadership, Computer Literacy, Writing and Communication as well as problem solving, Innovation, Listening and Observation, Negotiation and Event Management. Stakeholder engagement with key focus on media engagement is critical to the role. Must have knowledge of Parliamentary Processes and Platforms and Government cycle of communication. Ability to work in a team is highly beneficial. A valid driver's license and computer literacy are prerequisites.

DUTIES : The successful candidate will be required to design and coordinate the media activity diary on behalf of government communication in Parliament. Ensure media liaison support is given to government-related media activities in the Parliamentary precinct and beyond. Distribute media releases/advisories statements to external stakeholders, including the media. Identify communication opportunities and appropriate communication interventions together with the Deputy Director. Keep abreast of developments within the Parliamentary environment that may impact on government communication and participate as well as consult with the Department's communication structures in order to coordinate communication activities on behalf of Government in Parliament. Monitor and interpret Parliamentary Processes to assist with government messaging and communication. Supervise databases, including media and other stakeholders that may have interest in government work in parliament. Facilitate hybrid, virtual and physical interactions with media and have basic level of technical knowledge of social and broadcast media.

ENQUIRIES NOTE : Ms L Cerf Tel No: (021) 465 3658
: The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regales of race and gender.

POST 30/34 : **ASSISTANT DIRECTOR: RESEARCH REF NO: 3/1/5/1-23/47**
Directorate: Research and Knowledge Management

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria
: Applicant should be in possession of an appropriate 3 year Degree (NQF Level 6/NQF Level 7) in communication science/Social Science/Political Science or Statistics. Three years of experience in research/ communication research of which one year should be at salary level seven (7) or eight (8) (full academic research project including all processes of research will be considered as part of experience). General managerial, project management and administration experience (related to tasks of human resources). Knowledge: Good general knowledge and interest in current and governmental affairs. Skills: Must be well-versed in all aspects related to communication research processes as well as qualitative research. Competency in quantitative research data analysis and interpretation and qualitative methodologies. Proficiency in MS programmes and data analysis packages (SPSS). Ability to liaise with clients and service providers. Proficiency in both presentation and report writing. Ability to work independently without direct supervision as well as in a team. Must be able to work under pressure. The post might require some travelling outside Gauteng province thus, the successful applicant must be willing to spend night away from home.

DUTIES : Assist with the management, planning and application of research to enhance effectiveness of government communication. Assist in providing research advice and support service to GCIS and to clients in terms of communication research. Professionally liaise with the service providers and clients. Use SPSS and MS Excel programmes for quantitative data. Interpret research result and prepare research reports (Ms Word & Ms PowerPoint) for sharing with relevant stakeholders. Present research finding at various stakeholders meetings (internal and external). Provide assistance in general managerial tasks, including financial management to ensure optimal resource management. Work as part of the team in the Directorate and GCIS project teams. Competency test: Shortlisted candidate will be subjected to a competency test.

ENQUIRIES NOTE : Dr Ntombifuthi Nala Tel No: (012) 473 0218
: The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race.

POST 30/35 : **PRINCIPAL COMMUNICATION OFFICER: COMMUNICATION RESOURCE CENTRE REF NO: 3/1/5/1-23/48**
Directorate: Communication Resource Centre

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: Applicants must be in possession of an appropriate three-year National Diploma (NQF level 6) or a Degree (NQF level 7) in Journalism, Media Studies,

Communication or equivalent related qualification as recognised by SAQA, with at two (2) years relevant experience. Strong knowledge of the Government communication environment and Government's Policies and Key Priorities. Knowledge and understanding of the South African media landscape. Strong and proven experience in media monitoring. A good command of the English language. Ability to handle multiple tasks and cope under pressure. Ability to coordinate work within a team environment. Well-developed interpersonal and problem-solving skills. Advanced computer skills; proficiency in internet searches, databases and electronic dissemination of media products.

DUTIES

: The successful candidate will be responsible for monitoring of national and international print, broadcast and online media on issues affecting Government and the country. Identifying key issues in the media environment that require Government attention and alerting relevant stakeholders to developments in the media environment. Producing media coverage reports on issues affecting Government and the country. Capturing metadata related to media coverage on Government priorities and other issues as may be required from time to time for media analysis purposes. Capturing metadata related to media coverage on key Government communication campaigns for media analysis purposes. Quality control of media coverage reports, press clippings and other related products and services. The successful candidate will be required to work irregular hours, extra hours, on weekends and during holiday periods, and on public holidays.

ENQUIRIES

: Ms A Language Tel No: (012) 473 0018

NOTE

: The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regales of race and gender.